

HOME Program

Multiple-unit Homeownership Assistance Project Completion Report

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

Part A

1. Project number	2. Name of participant	3. Participant tax ID
4. CHDO tax ID	5. Name & phone number of person completing form	
6. Type of property (check one)		
(1) <input type="checkbox"/> 1-4 SingleFamily (2) <input type="checkbox"/> Condominium (3) <input type="checkbox"/> Cooperative (4) <input type="checkbox"/> Manufactured Home		

Part B - Total Project Costs

Type activity financed (check one)

(1) ☐ Rehabilitation Only (3) ☐ Acquisition Only (5) ☐ Acquisition & New Construction

(2) ☐ New Construction Only (4) ☐ Acquisition & Rehabilitation

1. Total HOME Funds (sum of 1a + 1b + 1c)		\$
(a) HOME funds other than CHDO loans	\$	
(b) CHDO TA Loan	\$	
(c) CHDO Seed Loan	\$	
2. Total Public Funds (sum of 2a + 2b + 2c)		\$
(a) Other Federal funds	\$	
(b) State/local appropriated funds	\$	
(c) State/local tax exempt bond proceeds	\$	
3. Total Private Funds		\$
4. Total HOME Program Income		\$
5. Total Project Costs (total items 1 thru 4)		\$

Part C: Unit Costs and Owner/Tenant Characteristics Fill out an additional Part C for each owner occupied unit. Number each Part C sequentially (1, 2, 3, etc..) in the designated space below.

Project Number (enter Project Number on every Part C sheet)	Part C number (enter "1" on the first Part C sheet, "2" on the 2nd, etc.)
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a. Street address/number of unit

b. Initial purchase price	\$
c. Appraised value of unit	\$
d. After rehabilitation value	\$
e. Single family mortgage limit	\$

Type of Funds*	Method of Assistance**	For loans, also include the annual interest rate and amortization period.	Annual Interest Rate	Amortization Period	\$
f.			%	yrs.	
Type of Funds	Method of Assistance		%	yrs.	\$
g.			%	yrs.	
Type of Funds	Method of Assistance		%	yrs.	\$
h.			%	yrs.	
Type of Funds	Method of Assistance		%	yrs.	\$
i.			%	yrs.	
Type of Funds	Method of Assistance		%	yrs.	\$
j.			%	yrs.	
Type of Funds	Method of Assistance	%	yrs.	\$	
k.		%	yrs.		
Type of Funds	Method of Assistance	%	yrs.	\$	
l.		%	yrs.		
Type of Funds	Method of Assistance	%	yrs.	\$	
m.		%	yrs.		
Type of Funds	Method of Assistance	%	yrs.	\$	
n.		%	yrs.		

o. Total cost of unit (including downpayment assistance)	\$
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*Type of funds: enter 1 for HOME project costs. 2 for HOME for downpayment assistance. 3 for HOME program income 4 for other Federal appropriated.	5 for State or local appropriated. 6 for State or local tax exempt bond proceeds. 7 for private loan funds 8 for owner contribution, and 9 for private grants	**Method of Assistance: enter 1 for direct loan 2 for grant 3 for deferred payment loan (DPL) 4 for CHDO Loan, and 5 for other.
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Owner (or tenant) Characteristics

Unit No.	No. of Bedrooms	Occupancy	Monthly Rent (including Tenant Paid Utilities)			Income Data		Household Data				
			Tenant Contribution	Subsidy Amount	Total Rent	Monthly Gross Income	% of Area Median	Head of Household		Size of Household	Type of Household	Rental Assistance
								Hispanic	Race			

No. of Bedrooms Code	Occupancy Code	Hispanic Ethnicity-Head of Household Code: If Hispanic origin, enter Y. If not Hispanic origin, enter N.	Race of Household Code	Size of Household Code	Type of Household Code	Rental Assistance Code
0 - 0 Bedroom	1 - Tenant		09-Vacant Unit	1 - 1 Person	1 - Single/non-Elderly	1 - Section 8
1 - 1 Bedroom	2 - Owner		10-Managers Unit	2 - 2 Persons	2 - Elderly	2 - HOME TBA
2 - 2 Bedrooms	9 - Vacant		11-White	3 - 3 Persons	3 - Related/Single Parent	3 - Other
3 - 3 Bedrooms			12-Blk/Afrcn Amrcn	4 - 4 persons	4 - Related/Two-Parent	4 - No Assistance
4 - 4 Bedrooms			13-Asian	5 - 5 Persons	5 - Other	9 - Vacant Unit
5 - 5 or more Bedrooms			14-Amrcn Indn/Alskn Ntve	6 - 6 Persons		
	% of Area Median Income Code		15-Ntve Hawaiian/Othr Pac Islnder	7 - 7 Persons		
	1 - 0-30%		16-Amrcn Indn/Alskn Ntve & White	8 - 8 or more Persons		
	2 - 30-50%		17-Asian & White	9 - Vacant Unit		
	3 - 50-60%		18-Blck/Afrcn Amrcn & White			
	4 - 60-80%		19-Amrcn Indn/Alskn Ntve & Blck/Afrcn Amrcn			
	9 - Vacant		20-Other Multi-Racial			

STATE OF CALIFORNIA HOME PROGRAM

PART A: Contractor Information

Contractor Name: _____, ☐ Original Submittal ☐ Revision

Name and phone # of person completing this form _____, Date: _____

PART B: Project Information

Grantee Activity Number: M _____ - ____

HUD Activity Number: _____

Owner or Project Name: _____

Project Address: _____

Does the Federal Housing Administration (FHA) insure the project?

☐ Yes

☐ No

Are the units or unit accessible to disabled persons as defined by Section 504 of the Rehabilitation Act of 1973?

☐ Yes

☐ No

If yes, what is the number of accessible units? _____

For the Total Project Costs (Item 5 of the Project Completion Report) provide the following breakdown according to funding source. Funding Source Codes and Descriptions are available on the reverse side of this form:

Funding Source Code	Check Here If Match	Funding Source Description	Amount(s) Part of Project Total	Amount(s) Not Part of Project Total
01		HOME Funds -	\$	
11		HOME Funds - Activity Delivery Costs	\$	
	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>		\$	\$
Total - Should equal Part A.7. on Project Set-Up Form			\$ 0.00	

Instructions for completing the Multi-unit Homeownership Assistance Project Completion Report

Read the instructions for each item carefully before completing the report form. Use a typewriter or print carefully with a ballpoint pen. Prepare an original and one copy. **Retain a copy and mail the original to:**

Department of Housing and Community Development, HOME Program
1800 3rd Street, MS 390-3
P.O. Box 952054
Sacramento, CA 94252-2054

Applicability. This Multiple Homeownership Assistance Project Completion Report has been developed to reduce the burden of setting up, and drawing down funds for, a multiple homeowner project such as a 100 unit condominium. PJs will no longer need to set up 100 separate projects, and draw down funds against 100 separate projects to build such a project. This form is to be used to report the completion of any project that includes **two or more homeowners** and that is on land held in one ownership prior to project completion. **Note:** Where homeowner projects were set up separately, the completions must be reported separately..

Examples of such projects include: a PJ developing a subdivision for homeownership, buying or building a cooperative or condominium for first-time buyers, buying land for a mobile home park, replacing the roof and elevator in an existing condominium. The subdivision could involve developing single family homes or multiple duplexes (or triplexes or fourplexes) where an owner resides in one unit of the duplex (triplex, fourplex) and a tenant(s) resides in the other(s).

For other multiple homeowner projects that include HOME-assisted rental units, the rental units must be set up as a separate (rental) project. Thus developing an apartment building with 50 condo ownership units and 50 rental units would be set up as two projects.

Parts A and B are filled out once. A separate Part C is filled out for each homeowner property.

Timing. The Project Completion Report must be received by the State of California Home Program within 60 days of requesting the final disbursement of HOME funds for the project. An amended completion report should be submitted when all units initially reported vacant are occupied and the change should be highlighted in yellow.

Part A: Project Information

1. **Project Number.** Enter the 10-digit project number assigned by the State of California Home Program during set-up.
2. **Name of Participant.** Enter the name of the participating jurisdiction (PJ), or, for State recipient projects, the name of the State recipient (identified on the HUD-40100-State Designation of State Recipients form).
3. **Participant Tax ID Number.** Enter the Tax (Employer) Identification Number for the participating jurisdiction from block 3 of the Funding Approval and HOME Investment Partnership Agreement (HUD-40093); for a State recipient project, enter the State recipient's TAX ID Number from the HUD-40100-State Designation of State Recipients form.
4. **CHDO Tax ID Number.** Complete only for projects assisted with funds reserved for Community Housing Development Organizations (CHDOs). Enter the Tax (Employer) Identification Number for the CHDO shown in the Designation of Community Housing Development Originations (CHDO) form (HUD-40098).
5. **Name & Phone Number of Person Completing Form.** Enter the name and phone number, including area code, of the person to contact for further information regarding this report form.
6. **Type of Property.** Check one box to indicate the type of property assisted.
 - (1) 1-4 Single Family
 - (2) Condominium
 - (3) Cooperative
 - (4) Manufactured Home

Part B: Total Project Costs

Type of Activity Financed. Check one type only.

Project Costs. Include all HOME funds used for the project and all other funds (public and private) with one exception. **Do not double count.** If private funds are used for construction financing and those funds are later replaced by permanent financing, **do not report both.** Report all HOME funds expended on the project. (**Note: Federal regulations specifically prohibit paying back HOME funds with HOME funds.** HOME downpayment assistance **may not** be used for acquisition or construction costs paid earlier with HOME funds.) For funds other than HOME, to the extent a choice must be made to avoid double counting, report permanent financing rather than construction financing. The total amount reported on line 5 of Part B should be the total cost of the project. The amounts reported for each unit under Part C must add up to the total amounts reported here in Part B. The total amount of HOME funds reported on Line 1 of Part B must equal the total amount disbursed by IDIS for this project.

1. **HOME Funds.** (Include HOME program income on line 4 below, not here). Include all HOME funds including those used for project costs and for downpayment assistance.
 - (a) Enter the total amount of all HOME funds other than CHDO loans.
 - (b) Enter the amount of any CHDO technical assistance loan, if any.
 - (c) Enter the amount of any CHDO seed money loan, if any.
2. **Public Funds**
 - (a) Enter the amount of other Federal funds.
 - (b) Enter the amount of all State and local appropriated funds.
 - (c) Enter the amount of all State and local bond funds.
3. **Private Funds.** Enter the total of all private funds including private loans, owner equity, private grants, and other private funds.
4. **HOME Program Income.** Enter the total amount of funds provided from HOME program income.
5. **Total Project Cost.** Enter the totals from lines 1 through 4 above.

Part C: Unit Costs and Owner/Tenant Characteristics.

A separate Part C is filled out for each owner-occupied property.

Project Number. Enter the 10-digit project number assigned by the State of California Home Program during set-up, entered on Part A, Block 1.

Part C Number. Number each Part C sequentially starting with "1".

Special Instruction for each multiple homeowner projects containing rental units. Just as the Homeowner completion form may be used for projects including up to three rental units, this form may be used in the same manner. Where information about the "unit" is requested, enter information about the duplex, (triplex, fourplex). Information about the household characteristics of the tenant(s) is entered on line 2 (3, 4) below under **Household Characteristics**.

- a. **Street address/number of unit.** Enter the address (or, if no unique street address, the unit number) of the HOME-assisted property.
- b. **Initial Purchase Price.** For first-time homebuyers, enter the price paid by the first-time homebuyer for the property.
- c. **Appraised Value.** For first-time homebuyers, enter the estimated appraised value of the unit after any repair.
- d. **After Rehabilitation Value.** For existing owners, enter the estimated value of the unit after rehabilitation.
- e. **Single Family Mortgage Limit.** Enter the applicable section 203(b) mortgage limit. If a higher limit has been authorized for HOME for your jurisdiction, enter that higher limit.

Household Characteristics. Complete the first line for the unit to be occupied by an owner. For most multiple homeowner projects this is the only line that will be used.

Special instruction for duplexes with one owner occupant and one rental unit. (Also applies to triplex/fourplex with one owner occupant and two/three rental units.) Fill out the second (third/fourth) line(s) for the rental unit(s).

Unit Number. Enter the unit number of each unit assisted with HOME funds.

Number of Bedrooms. Enter 0 for single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms.

Occupancy. Enter 1 if the unit is occupied by a tenant, 2 if it is occupied by a homeowner, and 9 if it is vacant.

Tenant in Project prior to the HOME assistance. Enter 1, if the tenant was residing in the project prior to the HOME assistance. Enter 2, if the tenant was not residing in the project prior to the HOME assistance.

Monthly Rent (Including Utilities)

Tenant Contribution. Enter the actual rent to the nearest dollar, including utilities, paid by the tenant at the time of project completion. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area, and in the case of partial utilities, compute costs for utilities excluded from the rent, by using the utility allowance schedule provided by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.

Subsidy Amount. Enter the amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If the tenant does not receive a tenant subsidy payment, enter 0.

Total Rent. Enter the total monthly rent (tenant contribution plus subsidy amount).

Income Data.

Monthly Gross Income. Enter the monthly gross household income.

Percent of Area Median Income. For each occupied residential unit, enter one code only based on the following definitions:

- 1 - **0 - 30 Percent of Area Median** means a household whose adjusted income is at or below 30 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.
- 2 - **30 - 50 Percent of Area Median** means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.
- 3 - **50 - 60 Percent of Area Median** means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.
- 4 - **60 - 80 Percent of Area Median** means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families

HOUSEHOLD DATA

Ethnicity/Race: This information is confidential and is only for government reporting purposes to monitor compliance with equal opportunity laws. Please note that self-identification of race/ethnicity is voluntary.

Hispanic Ethnicity – Head of Household: If Hispanic origin, Y. If not Hispanic origin, enter N.

Race Head of Household: For each occupied residential unit, enter one code only based on the following definitions:

09 - Vacant Unit. Self-Explanatory.

10 - Managers Unit. Self-Explanatory

11 - White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12 - Black/African American. A person having origins in any of Black racial groups of Africa.

13 - Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This area includes, for example, China, India, Japan, and Korea.

14 - American Indian/Alaskan Native. A person having origins in any of the original peoples of the North American Continent, and who maintains cultural identification through tribal affiliations or community recognition.

15 - Native Hawaiian/Other Pacific Islander. A person having origins in any of the original peoples of the Pacific Islands. This area includes, for example, the Philippine Islands, Hawaii, and Samoa.

16 - American Indian/Alaskan Native & White. A person having origins in both American Indian/Alaskan Native and White Race categories.

17 - Asian & White. A person having origins in both Asian and White race categories.

18 - Black/African American & White. A person having origins in both Black/African American & White race categories.

19 - American Indian/Alaskan Native & Black/African American. A person having origins in both American Indian/Alaskan Native & Black/African American race categories.

20 - Other Multi-Racial. A person having origins in more than one of the race categories combined.

Size of Household. Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households of more than 8, enter 8). Enter 9 for a vacant unit.

Type of Household: For each residential unit, enter one code only based on the following definitions:

1 - **Single/Non-Elderly.** One-person household in which the person is not elderly.

2 - **Elderly.** One or two person household with a person at least 62 years of age.

3 - **Related/Single Parent.** A single parent household with a dependent child or children (18 years of age or younger).

4 - **Related/Two Parent.** A two-parent household with a dependent child or children (18 years of age or younger).

5 - **Other.** Any household that is not included in the above 4 definitions, including two or more unrelated individuals.

9 - **Vacant Unit.** Self-explanatory.

Rental Assistance. For homeowner, enter 4. For renters, enter one code only to indicate the type of assistance, if any, being provided to the tenant. Enter 1 for Section 8 assistance, 2 for HOME tenant-based rental assistance, 3 for other, 4 for no assistance, and 9 if the unit is vacant.